

**STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
VACANCY ANNOUNCEMENT
LEGISLATIVE AND ADMINISTRATIVE ADVISOR 1**

PREVIOUS APPLICANTS DO NOT NEED TO RE-APPLY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSTING DATE: 12/1/10

CLOSING DATE: 12/08/10

OPEN TO: The Public
JOB POSTING NO: 97349
LOCATION: Office of Commissioner, Office of Legal Counsel, Hartford
ANNUAL SALARY: \$63,435 (MP59)
TYPE OF POSITION: Full-time, Permanent

DESCRIPTION OF DUTIES:

Performs a variety of legal work, including but not limited to, providing advice to the Commissioner and agency staff concerning environmental, administrative, contract, ethics, freedom of information matters; researches and assists in matters pertaining to legislation, regulations and administrative policy; drafts proposed legislation and regulations and may oversee adoption of regulations; provides assistance to agency staff in implementing newly enacted legislation and regulations; assists in preparing the administrative record in matters appealed to the Superior Court; investigates and reports to the Commissioner, the Office of the Attorney General and the Office of the Governor concerning legal claims lodged against the agency and its personnel; participates in settlement negotiations involving claims made by or against the agency and reviews or prepares any documents associated with the resolution of the matter; responds to subpoenas served upon agency personnel and may assist staff in preparing for testimony associated with litigation; may prepare and submit requests to the Office of the Attorney General for legal opinions; performs related duties as required.

PREFERRED CANDIDATE WILL HAVE:

- Experience in environmental, natural resources and administrative law;
- Experience with legal research techniques;
- Experience interacting with executive branch agencies;
- Knowledge of the legislative branch and process;
- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Ability to interpret, analyze and prepare legislation, regulations and other legal documents;
- Experience and success in preparing legal documents under tight time constraints;
- Knowledge of open records and ethic laws.
- Admitted to practice law (licensed) in the State of Connecticut.

APPLICANTS MUST MEET THE FOLLOWING CONDITIONS (EXPERIENCE AND TRAINING REQUIREMENTS): A degree from an accredited law school.

SPECIAL REQUIREMENT:

Incumbents in this class must be admitted to practice law in the State of Connecticut within one (1) year of date of appointment. Pursuant to Section 51-88 of the Connecticut General Statutes, an incumbent who has not been admitted to practice law may not "assume, use or advertise the title of lawyer, attorney and counsel at law, counselor at law, attorney, counselor, attorney and counselor, or an equivalent term, in such a manner as to convey the impression that he is a legal practitioner of law".

Successful candidate must start employment on or before December 30, 2010.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

TO APPLY: Please send **CT-HR-12 application form** including the **position #, resume, cover letter, college and law school transcript(s), writing sample involving legal analysis and copy of license/certification** before the close of business on the date indicated above. Current State employees must provide a copy of his/her last two performance appraisals. **APPLICATION PACKAGES WILL NOT BE CONSIDERED WITHOUT ALL OF THE ABOVE MENTIONED DOCUMENTS.**

SEND APPLICATIONS TO:

**Department of Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Lisa J. Stratton
Telephone: (860) 424-3006**

In conformance with the Americans with Disabilities Act, DEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities who need this information in an alternative format, to allow them to benefit and/or participate in the agency's programs and services, should call (860) 424-3051 or (860) 418-5937 or e-mail Marcia Bonitto, ADA Coordinator, at Marcia.Bonitto@CT.Gov. Persons who are hearing impaired should call the State of Connecticut relay number 711.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.